

# OVERTIME GUIDELINES

Overtime and compensatory must be documented using the Overtime Record form. The form can be found online under Employee Forms on the Human Resources website.

All overtime and compensatory time must be preapproved by the employee's immediate supervisor. Approval requires that the employee and administrator/supervisor initial the Overtime Record form prior to the employee working the overtime.

At the time of approval the employee must indicate if the overtime is to be paid or taken as compensatory time.

## **PAID**

If the time is to be paid, the employee must complete an extra pay sheet and attach a copy of the Overtime Record form.

The completed extra pay sheet and Overtime Record must then be provided to the administrator/supervisor.

The administrator/supervisor will then sign the extra pay sheet and Overtime Record and submit them to the Human Resources Department.

## **COMPENSATORY TIME**

If compensatory time is elected, the employee is responsible for keeping and maintaining the Overtime Record.

When the employee requests to use compensatory time, it must be approved by the administrator/supervisor. Approval requires the signature of the administrator/supervisor.

Upon approval, the employee is responsible for contacting the Attendance Center Secretary who will then enter the absence in Aesop as "Other Leave." The secretary will indicate that the absence is compensatory time in the "Notes to the Administrator" section.

Once the administrator/supervisor approves the absence in Aesop, he/she is required to provide a copy of the Overtime Record indicating the time to be taken and any remaining balance. This information should be sent to the Administrative Assistant to the Associate Superintendent for Human Resources.

Compensatory time must be used within the pay period in which it was earned. Requests for exceptions should be made to the Associate Superintendent for Human Resources. No compensatory time will be carried over to the new school year.

**All overtime records will be maintained in the Human Resources Department as documentation of compliance with the Fair Labor Standards Act.**